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18 December 1952

MEMORANDUM FOR: Chief, Support Staff

SUBJECT : Weekly Activity Report

1. ITEMS OF ADMINISTRATIVE INTEREST

a. After a series of conferences with Personnel and Finance, agreements were reached as to procedure for granting wage board increases to [redacted]

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b. Arrangements have been completed for purchase of a new vehicle for project [redacted], Tentative Board of Directors meeting scheduled for early January.

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c. Procedures for reporting [redacted] for personnel [redacted] concurred by I&S, General Counsel, and Comptroller. Plan has been submitted [redacted] for execution.

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25X1

d. All personnel qualification questionnaires have been completed and returned to the OTR Personnel Officer, with the exception of three (3).

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25 YEAR RE-REVIEW

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